

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date 11/23/82		Division of Rehabilitation Services Administrative Services Section Program Development Unit 47 Trinity Ave. S.W. Atlanta, Ga. 30334		Application Number 83-41	
Application Number 82-62				Date Received DEC 9 1982	
				Date Completed FEB 28 1983	
2. Person to Contact Catherine Brown Ken Reynolds		Working Title Secretary Chief, Program Development Unit		Telephone Number 656-2480 656-2480	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1979		5. Records Series Title (followed by title used in office, if different) Rehabilitation Services Program Development and Evaluation File			
Latest continuing					
6. Division and Office Function (What is the function of the Division and the Office in which this record series is created?) The Division of Rehabilitation Services is responsible for providing those services necessary to increase the physical, mental, social and vocational capacities of handicapped individuals so their roles as contributing members of our society will be enhanced. The Administrative Services Section has the responsibility for Division financial management and administration, data processing and information management, program planning and development, information and advocacy, and personnel services. The Program Development Unit is responsible for providing the support services of planning, evaluation, and resource development for the Division.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: planning and developing the goals and objectives for the programs within the Division of Rehabilitation Services Included are: (Semi-Annual Performance Measures, includes Catalog Of Measures), which details Rehabilitation Services goals and objectives and measures performance; (Four Year Plan), which details Rehabilitation Services goals and objectives and measures performance for a four year period; Rehabilitation Services program proposals, narratives, evaluations and Task Force Committee Reports File is arranged: Alphabetically by subject					
8. Monthly Reference Rate How often are records referred to which are: One to six months old 6 ; Seven to twelve months old 4 ; Thirteen to twenty-four months old 2 ; twenty-five months and older 1 ?					
9. Annual Rate of Accumulation of Records Letter-size drawers 2 ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed to document program planning and evaluation for the Division of Rehabilitation Services.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John McEach</i>	11/22/82	<i>Paula D. McIntosh, Jr.</i>	11/22/82
State Records Committee (Signature) _____ Date _____			
State Auditor/Designee	<i>Robert H. Smith</i>	2-22-83	
Secretary of State/Designee	<i>Edward Weiden</i>	2/18/83	
Attorney General/Designee	<i>Samuel H. Hays</i>	1-23-83	